Date: 11 July 2017

To: Academic Deans

From: Dana Harsell, University Senate Chair
Scott Correll, University Registrar

RE: Change in minimum number of credits to graduate with a baccalaureate degree and other APAC policy changes

The Academic Policies and Admission Committee recommended a reduction of the minimum number of credits for a baccalaureate degree from 125 to 120 (see Attachment 4). The recommendation appeared on the May 4, 2017 University Senate Agenda and was given final approval by the Senate Executive Committee on June 6, 2017.

Please recognize that 120 credits is only the minimum number of credits required to graduate and that colleges and departments are free to change their curriculum to reflect this change or to retain the minimum number of credits hours that makes sense for their degree and/or their accreditation standards.

Currently, all baccalaureate degree programs list a minimum of 125 credits in the UND catalog; several programs require more than 125 credits. Therefore, departments that wish to change their requirements to reflect this new minimum are encouraged to make these changes through CourseLeaf and the curricular process in the beginning of the fall semester.

The change went into effect immediately and where applicable, students may begin graduating with 120 credits, in July 2017 provided they have met all of their Essential Studies and other degree requirements. This change aligns with UND’s recently adopted Strategic Plan and is part of greater efforts to facilitate degree completion in a four-year period. The process to graduate a student with a minimum of 120 credits is simply to add them to your college clearing list sent to the Office of the Registrar during graduation processing. Students should meet all applicable essential study and program requirements. Free electives only need to add up to 120 total credits. Baccalaureate degrees cannot be awarded with fewer than 120 hours to meet HLC accreditation standards.

Colleges should communicate these changes to their department heads and to their academic advisors and to consider internal standards to help guide departments and academic advisors with the graduation process if they should decide to allow students to graduate from their programs with 120 credits before their department-initiated curriculum changes go into effect Fall 2018.

A number of other policies were revised as well. These include:

**Transfer Credits and Admission of Transfer Students** (Attachments 1, 2 and 7)
Attachment 1 expands criteria for recognition of transfer credits beyond regional accreditation bodies. These include any national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) and the American Council on Education (ACE).
Attachment 2 removes the 60 credit minimum four year institution requirement for transfer. Students still need to have 30 UND credits as well as 36 upper division credit to earn a baccalaureate.

Attachment 7 reduces the credit threshold required to verify high school graduation from 60 credits to 24. This policy change aligns with similar 4-year institutions.

**Credits for a second Baccalaureate degree** (Attachment 3)
Removes the 155 credit requirement and permits students to earn a second baccalaureate degree provided that they have completed their essential studies and degree program requirements.

**Double use of course policy** (Attachment 5)
Removes prohibitions to double count courses toward total credits needed for 2 majors, 2 minors, or a major and minor. New policy is intended to allow double counting when learning outcomes are achieved for 2 majors, minors (or a major and minor) but allows for departmental exceptions to double counting.

**Change of grade procedures** (Attachment 6)
Allows for the Registrar to act on routine grade change forms (signed by instructor and dean or dean designee) within 12 months of the end of course. Forms received after 12 months will need approval from the Administrative Procedures Committee.

**Residence requirements** (Attachment 8)
Removes requirement that last 30 credits are earned from UND. This policy is applicable to our military students and promotes flexibility in degree completion. Prior to policy change, students seeking exception to this policy could do so by petition.
To: Dana Harsell, Chair University Senate  
From: Timothy Prescott, Chair, Academic Policies and Admissions Committee  
        Dr. Deborah Melby, Secretary Academic Policies and Admissions Committee  
CC: Scott Correll, Registrar  
        Lori Hofland, Administrative Assistant, Office of the Registrar  
Date: May 1, 2017  
Re: Recommended Policy Change

**College Level Transfer Credit**  
The current policy as listed in the academic catalog is as follows:

| In general, all college-level credit attempted at a regionally accredited institution of higher education will be posted in transfer by UND. |

The Academic Policy and Admissions Committee recommends the following change in the Academic Catalog. If approved, the policy would go into effect immediately and read as follows:

**Revised College Level Transfer Credit**

| In general, all college-level credit attempted at institutions accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) including the American Council on Education (ACE) will be posted in transfer by UND. |
To: Dana Harsell, Chair University Senate  
From: Timothy Prescott, Chair, Academic Policies and Admissions Committee  
Dr. Deborah Melby, Secretary Academic Policies and Admissions Committee  
CC: Scott Correll, Registrar  
Lori Hofland, Administrative Assistant, Office of the Registrar  
Date: May 1, 2017  
Re: Recommended Policy Change

Transfer Students and Credit Hours at Four-Year Institutions
The current policy is as follows:

Transfer students are required to complete a minimum of 60 hours at four-year institutions.

The Academic Policy and Admissions Committee recommends the following change in the Academic Catalog. If approved, the policy would go into effect immediately and read as follows:

Revised Transfer Students and Credit Hours at Four-Year Institutions

(removed entire sentence)
To: Dana Harsell, Chair University Senate
From: Timothy Prescott, Chair, Academic Policies and Admissions Committee
         Dr. Deborah Melby, Secretary Academic Policies and Admissions Committee
CC: Scott Correll, Registrar
    Lori Hofland, Administrative Assistant, Office of the Registrar
Date: May 1, 2017
Re: Recommended Policy Change

**Candidates for a Second UND Baccalaureate Degree**

The current policy is as follows:

Candidates for a second UND baccalaureate degree must complete a minimum of 155 hour (30 additional hours beyond the University minimum for a first baccalaureate degree). Each successive baccalaureate degree beyond that will add thirty hours to the minimum requirement.

The Academic Policy and Admissions Committee recommends the following change in the Academic Catalog. If approved, the policy would go into effect immediately and read as follows:

**Revised Candidates for a Second UND Baccalaureate Degree**

Second baccalaureate degrees may be earned by completing the requirements for the degree without regard to previous baccalaureate degrees earned at UND.
To: Dana Harsell, Chair University Senate
From: Timothy Prescott, Chair, Academic Policies and Admissions Committee
       Dr. Deborah Melby, Secretary Academic Policies and Admissions Committee
CC: Scott Correll, Registrar
    Lori Hofland, Administrative Assistant, Office of the Registrar
Date: May 1, 2017
Re: Recommended Policy Change

Credit Hours for Baccalaureate:
The current policy is as follows:

A minimum of 125 semester hours is required for a baccalaureate degree.

The Academic Policy and Admissions Committee recommends the following change in the Academic Catalog. If approved, the policy would go into effect immediately and read as follows:

Revised Credit Hours for Baccalaureate:

A minimum of 120 semester hours is required for a baccalaureate degree.
To: Dana Harsell, Chair University Senate  
From: Timothy Prescott, Chair, Academic Policies and Admissions Committee  
Dr. Deborah Melby, Secretary Academic Policies and Admissions Committee  
CC: Scott Correll, Registrar  
Lori Hofland, Administrative Assistant, Office of the Registrar  
Date: April 5, 2017  
Re: Recommended Policy Change

**Increasing Double Use of Course Policy**

The current policy as listed on (page 39 of the 2017-2018 online academic catalog) is as follows:

| 1. Courses within a major or required by a program may, at the same time, fulfill Essential Studies Requirements for the University. (There are a few exceptions to this general rule. These exceptions are stated under departmental requirements, for example under the Communication program.)  
| 2. Courses may NOT generally be used, however, to count at the same time toward the total credits needed for 2 majors, 2 minors, or a major and a minor.  
| 3. In certain cases courses may count toward a major (or minor) and, at the same time, fulfill “Extradepartmental Requirements” for another major or program. Consult college or departmental offices for more information.  

Data was received from Rebecca Weaver Hightower and presented to APAC. The committee discussed the current policy at their March 29, 2017, meeting after information was presented to them by Rebecca at the February 13, 2017, meeting.  

The Academic Policy and Admissions Committee recommends removing #2 (see red text above) from current policy listed in the Academic Catalog. If approved the policy would go into effect for the fall 2017 term and read as follows:

**Revised Double Use of Courses Policy Recommendation**

| 1. Courses within a major or required by a program may, at the same time, fulfill Essential Studies Requirements for the University. (There are a few exceptions to this general rule. These exceptions are stated under departmental requirements, for example under the Communication program.)  
| 2. In certain cases courses may count toward a major (or minor) and, at the same time, fulfill “Extradepartmental Requirements” for another major or program. Consult college or departmental offices for more information.  

To: Dana Harsell, Chair University Senate  
From: Timothy Prescott, Chair, Academic Policies and Admissions Committee  
Dr. Deborah Melby, Secretary Academic Policies and Admissions Committee  
CC: Scott Correll, Registrar  
Lori Hofland, Administrative Assistant, Office of the Registrar  
Date: April 5, 2017  
Re: Recommended Policy Change

**Grade Changes**  
The current policy as listed on (page 43 of the 2017-2018 online academic catalog) is as follows:

Submitted grades, except for grades of incomplete, are final and may only be changed to correct an error. Grades may not be changed by additional work or submitting additional materials. Students should report any error to their instructor within 90 days of receipt of the grade. The instructor must file a change of grade form to the Registrar signed by the instructor, the department chair, and the dean of the course. Reasons for the change must be fully explained and justified. Grade changes must be submitted to the Registrar’s Office no later than 12 calendar months from the ending date of the class. However, for graduating students, once your degree has been awarded, your record for that degree is frozen and changes can no longer be made.

Information was received from Scott Correll, Registrar and presented to APAC. The committee discussed the current policy at their March 29, 2017, meeting after information was presented.

The Academic Policy and Admissions Committee recommends modifying the policy listed in the Academic Catalog. If approved the policy would go into effect beginning the summer 2017 term and would read as follows:

**Revised Grade Change Policy Recommendation**

Grade changes must be submitted to the Registrar’s office no later than twelve months after the course has ended and are to be signed by the instructor and dean or dean designee. Grade changes after twelve months or grade changes resulting from student request are to be approved by the Administrative Procedure Committee. All other grade change changes are processed upon receipt by the Registrar’s office.
To: Dana Harsell, Chair University Senate  
From: Timothy Prescott, Chair, Academic Policies and Admissions Committee  
Dr. Deborah Melby, Secretary Academic Policies and Admissions Committee  
CC: Scott Correll, Registrar  
Lori Hofland, Administrative Assistant, Office of the Registrar  
Date: April 5, 2017  
Re: Recommended Policy Change

**Admission of Transfer Students**

The current policy as listed on (page 36 of the 2017-2018 online academic catalog) and is listed below. A recommendation to change the policy from 60 to 24 credits is being recommended (see red text).

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Specific admission requirements for transfer students are based upon the total number of transferable college credits completed from a regionally accredited institution at the time of application. Transfer students who have completed 24+ transferable semester credits must meet the following criteria to be admitted to UND:

- Have a minimum of a 2.0 cumulative transferable college GPA
- Be in good standing at all college(s) previously attended

*If transfer students completed fewer than 60 transferable semester credits, they must verify high school graduation by submitting all official high school transcripts directly to the UND Office of Admissions.*

If transfer students have completed fewer than 24 transferable semester credits and are under the age of 25, they must submit official ACT or SAT test scores.

Applicants who have enrolled in a college or university other than the University of North Dakota and who are applying for admission must submit all required official documents to the Office of Admissions before any information regarding their status will be provided. In addition, students who have attended an institution of higher education outside of the United States, including those who participated in Study Abroad programs, must submit a course-by-course evaluation through World Education Services at: www.wes.org (http://www.wes.org). Most Canadian universities do not require a course-by-course evaluation. A student will be notified if a course-by-course evaluation is needed. All claims for transfer credit must be made within the semester in which the student matriculates.

The Office of the Registrar evaluates and records transfer credit. Students with unsatisfactory records, as well as students who have been asked to withdraw from other institutions due to unsatisfactory scholarship or behavior, ordinarily will not be allowed to enter the University. If special permission for admission is granted, the student is placed on academic probation.

Students who owe money to previous institutions and who cannot submit an official transcript are not eligible for degree seeking admission.
Information was presented by Scott Correll, Registrar to APAC. The committee discussed the current policy at their March 29, 2017, meeting after information was presented. Additional information regarding the policy change was provided by admissions staff members.

The Academic Policy and Admissions Committee recommends modifying the policy listed and recommends changing the number of credits from 60 to 24. If approved the policy would go into effect beginning the fall 2017 term and would read as follows:

### Revised Admission of Transfer Students Policy Recommendation

Specific admission requirements for transfer students are based upon the total number of transferable college credits completed from a regionally accredited institution at the time of application. Transfer students who have completed 24+ transferable semester credits must meet the following criteria to be admitted to UND:

- Have a minimum of a 2.0 cumulative transferable college GPA
- Be in good standing at all college(s) previously attended

*If transfer students completed 24 or fewer transferable semester credits, they must verify high school graduation by submitting all official high school transcripts directly to the UND Office of Admissions.*

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The Office of the Registrar evaluates and records transfer credit. Students with unsatisfactory records, as well as students who have been asked to withdraw from other institutions due to unsatisfactory scholarship or behavior, ordinarily will not be allowed to enter the University. If special permission for admission is granted, the student is placed on academic probation.

Students who owe money to previous institutions and who cannot submit an official transcript are not eligible for degree seeking admission.
To: Dana Harsell, Chair University Senate
From: Timothy Prescott, Chair, Academic Policies and Admissions Committee
       Dr. Deborah Melby, Secretary Academic Policies and Admissions Committee
CC: Scott Correll, Registrar
    Lori Hofland, Administrative Assistant, Office of the Registrar
Date: April 5, 2017
Re: Recommended Policy Change

**Residence Requirements**
The current policy as listed on (page 40 of the 2017-2018 online academic catalog) is as follows:

The Academic Policy and Admissions Committee recommends modifying the policy listed and recommends removing the last sentence (see red text). If approved the policy would go into effect beginning the fall 2017 term and would read as follows:

<table>
<thead>
<tr>
<th>A candidate for the bachelor’s degree who enters with transfer credit must obtain from the University a minimum of 30 semester hours of institutional credit and 60 semester credits from a four-year college. Fifteen semester credits in the student’s major and four semester credits in the minor, if a minor is declared, must be institutional credit. Some colleges of the University may require more than 15 hours of institutional credit in the major. The last 30 credits for the bachelor’s degree ordinarily must be institutional credit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Credit includes degree credit courses:</td>
</tr>
<tr>
<td>1. taken in residence;</td>
</tr>
<tr>
<td>2. taken through Continuing Education.</td>
</tr>
<tr>
<td>Credits earned by examination, e.g., Foreign Language Placement and Special Examination for Credit, do not count as Institutional Credit.</td>
</tr>
</tbody>
</table>

Information was received from Scott Correll, Registrar and presented to APAC. The committee discussed the current policy at their March 29, 2017, meeting after information was presented.

**Revised Residence Requirements Policy Recommendation**

<table>
<thead>
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